

## **EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES MANAGEMENT OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

**ANNOUNCEMENT #:** ARNGT 08-028

**OPENING DATE:** 25 January 2008

**CLOSING DATE:** 25 February 2008

**ANTICIPATED FILL DATE:** 13 Apr 08

**POSITION TITLE AND NUMBER**

Education Technician (Exc Indef/Temp Prom)  
PDCN R8597000MD # 1320-420V

**UNIT/ACTIVITY AND DUTY LOCATION**

JFHQ-NC-J1-ESO, NCARNG  
Raleigh, North Carolina

**GRADE AND SALARY (Includes Locality Pay of 16.82%)**

GS-1702-07 \$38,006.00 - \$49,403.00 per annum

**EMPLOYMENT STATUS**

Excepted Service

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.

**QUALIFICATIONS REQUIREMENTS:** Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

**KNOWLEDGE, SKILLS & ABILITIES (KSA's)**

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Ability to draft reports based on the evaluation of research.
2. Knowledge of work flow techniques.
3. Ability to prepare effective written reports, memoranda, and letters.
4. Ability to communicate effectively orally/manage time effectively.

**CONDITIONS OF EMPLOYMENT:** 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Warrant Officer or Enlisted position in the NCARNG is mandatory. (WO: 011A, Enl: Immaterial)

**Announcement No ARNGT 08-028 (Cont)**

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Performs a variety administrative functions in support of the Educational Services Program in a State. Administers tests, assures that tests are conducted in accordance with standard procedures prescribed in applicable regulations, and maintains records of results achieved. Consolidates and reviews data generated by the Educational Level Survey, requests appropriate information from records center, charts individual educational levels against goals, and records efforts made to increase that level. Prepares reports of program achievements and budget requirements: Consolidates information recorded in monthly program evaluation reports that has been prepared from attendance records, contracts, or other sources and puts this information into the prescribed procedures including those pertaining to troop educational levels, enrollment, attendance, and completion data, personal interview summaries and subsequent recommendations, testing schedules and instructions, and other information. Maintains fund control accounts. Monitor's expenditures and obligations against allotted budget. Checks expenditure documents for propriety, posts data, and balances accounts. Estimates costs of program (tuition, salaries, etc.) based upon schedules or requirements developed by supervisor using past experience, contractor information, and other means. Prepares requests for contract using established procedures and readily available information. May provide information concerning educational services such as: placement tests, all levels (intermediate through post-graduate) of educational programs and courses, tuition assistance, and other services available to qualified personnel who request this information or have been identified in the Educational Level Survey as not meeting educational level goals established for military personnel of the Department. May advise and counsel personnel regarding educational opportunities that would compliment their career or educational goals. Discusses potential benefit of course or educational programs in terms of career advancement and self- development. Advice provided typically involves helping personnel select educational programs or courses that are best suited to their background and goals or evaluating prior education to determine applicability to other programs when in-depth analysis is not required. Serve as test control officer for all civilian high school and college tests. Prepares required quarterly reports and audits regarding test material. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. Relocation expenses for current federal employees may not be paid. Applicants will be advised in writing at the interview. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position is to be filled indefinite. Individual selected may be terminated from employment upon receipt of a 30 day notice if shortage of funds or workload so dictates. Selected individual will be eligible for retirement and insurance benefits. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded. 6. Temporary Promotion may be terminated at any time without prior notification. Individual selected will be returned to previous position held upon completion of temporary promotion. 7. Temporary Promotion may be converted to permanent promotion if position becomes permanently funded.

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1